

Centre County Civil Local Rules

LOCAL RULE 205.2(a)

SIZE AND OTHER PHYSICAL CHARACTERISTICS OF PAPERS AND OTHER DOCUMENTS

Papers and other documents filed in this court, except original or true copies of exhibits, shall be on paper approximating eight and one-half (8½) inches by eleven (11) inches in size. Any paper or other document filed shall be sufficient as to format and other physical characteristics if it substantially complies with the following requirements:

- (1) Prepared on white paper (except for covers, dividers, and similar sheets) of good quality with typed or printed matter six and one-half (6½) inches by nine and one-half (9½) inches.
- (2) The first sheet shall contain a three (3) inch space from the top of the paper for all court stampings, filings notices, etc.
- (3) The lettering or typeface shall be clearly legible and shall not be smaller than 14 point word processing font or, if typewritten, shall not be smaller than pica. The text must be double-spaced, but quotations more than two lines long may be indented and single-spaced. Headings and footnotes may be single-spaced. The font type and size used in footnotes shall be the same as that used in the body of the brief. Margins must be at least one inch on all four sides. Page numbers may be placed in the margins, but no text may appear there.
- (4) The lettering or typeface shall be on only one (1) side of a page, except that exhibits and similar supporting documents may be lettered on both sides of a page.
- (5) All papers and other documents filed in this court shall be securely fastened with a staple in the upper left hand corner.
- (6) Exhibits to a brief or motion shall accompany the brief or motion and shall be marked/labeled at the bottom of the page.
- (7) A proposed order shall accompany each motion or other request for relief, but shall not be fastened together.
- (8) Each motion and each brief shall be a separately bound document.
- (9) All original documents shall be marked “original.” All copies shall be marked “copy.” Where there is more than one case number referenced on a filing, an original document must be filed to each case number.

- (10) Any document signed by an attorney for filing shall contain under the signature line the name, address, telephone number, fax number, e-mail address (if applicable) and Pennsylvania or other state bar identification number. When listing the bar identification number, the state's postal abbreviation shall be used as a prefix (e.g., PA 12345, NY 246810).

LOCAL RULE 205.2(b)
COVER SHEET

All legal papers filed shall be accompanied by a civil cover sheet in a form as contained in this Rule.

IN THE COURT OF COMMON PLEAS OF CENTRE COUNTY,
PENNSYLVANIA
CIVIL ACTION - LAW

_____)	
_____)	
_____)	
_____)	
Plaintiff)	Docket No. _____
)	
vs.)	Type of Case:
)	
_____)	_____ Medical Professional Liability
_____)	Action (check if applicable)
_____)	
Defendant)	
)	
)	
)	Type of Pleading:
)	
)	
)	Filed on Behalf of:
)	
)	
)	Counsel of Record for this Party:
)	
)	
_____)	
)	PA I.D. Number

LOCAL RULE 206.1(a)
PETITION

APPLICATIONS TO BE DETERMINED PURSUANT Pa. R.C.P. 206.1

LOCAL RULE 206.4(c)
ISSUANCE OF RULE TO SHOW CAUSE

- (1) The procedure of Pa. R.C.P. No. 206.6 is adopted, and a rule shall issue as a matter of course pursuant to that Rule.
- (2) All petitions and rules shall be filed with the Prothonotary's Office, which will then forward the petition and rule to the Court Administrator's Office. The Court Administrator's Office will assign the petition to a Judge for disposition. The assigned Judge will then issue a rule in accordance with the requirements of Pa. R.C.P. No. 206.6. The Prothonotary's Office will provide notification of the issuance of the Rule.
- (3) A request for a stay of execution pending disposition of a petition to open a default judgment shall be clearly set forth in the petition and rule. The assigned Judge will determine in the first instance whether to issue a stay, and whether a hearing is necessary on such a request.

LOCAL RULE 208.2(c)
MOTIONS; STATEMENT OF AUTHORITY

All motions should include a brief statement of the applicable authority.

LOCAL RULE 208.2(d)
PRETRIAL MOTIONS; CERTIFICATION

All motions filed prior to trial must be written, and shall contain a certification by counsel for the movant that he or she has sought concurrence in the motion from each party, and that it has been either given or denied. A certificate of non-concurrence does not eliminate the need for counsel to comply with Local Rule 208.2(e) relating to conferences between counsel in all discovery motions directed toward a resolution of the motion. Every motion shall be accompanied by a form of order which, if approved by the court, would grant the relief sought in the motion.

LOCAL RULE 208.2(e)

**DISCOVERY MOTIONS, STATEMENT OF CONFERENCE TO RESOLVE
OBJECTIONS**

Counsel for movant in a discovery motion shall file as part of the motion a statement certifying that counsel has conferred with counsel for the opposing party in a good faith effort to resolve by agreement the issues raised by the motion without the intervention of the court. If part of the issues raised by the motion have been resolved by agreement, the statement shall specify the issues so resolved and the issues remaining unresolved.

LOCAL RULE 208.3(a)
MOTIONS PROCEDURE

- (1) Except for motions made orally during a trial or hearing, all motions shall be in writing. All motions shall include a scheduling Order which will be completed by the Judge assigned to that motion, as well as a proposed Order specifying the relief sought by the moving party.
- (2) All motions shall be filed with the Prothonotary's Office, which will then forward the motion to the Court Administrator's Office. The Court Administrator's Office will assign the motion to a Judge for disposition. The assigned Judge will then issue an Order setting forth a briefing schedule and a date for argument, if any. The Prothonotary's Office will notify all counsel of record and/or unrepresented parties of the scheduling. In the event that either or both parties wish to submit the matter on briefs without oral argument, they shall communicate that wish to the Court, in writing, prior to the Argument day. Failure to file a brief in a timely manner without written leave of the Court may result in the Court determining the issues raised in the motions to be uncontroverted.
- (3) Emergency motions shall be governed by the procedure set forth above. It is the duty of the moving party to bring to the attention of the Prothonotary and the Court Administrator's Office the emergency nature of the motion.

LOCAL RULE 208.3(b)
MOTIONS; BRIEFS and RESPONSES

The Judge assigned to hear a motion under Local Rule 208.3(a) shall in the scheduling Order set forth any requirements with respect to briefing and the filing of responses.

LOCAL RULE 210
CONTENTS AND FILING OF BRIEFS

- (1) Briefs shall contain a complete citations of all authorities relied upon, including whenever practicable, citations both to official and unofficial reports. No brief may incorporate by reference all or any portion of any other brief. A copy of any unpublished opinion which is cited must accompany the brief as an attachment. The brief of the moving party shall contain a procedural history of the case, a statement of facts, a statement of questions involved, and argument. The brief of the opposing party may contain a counter statement of the facts and of the questions involved and a counter history of the case. If counter statements of facts or questions involved are not filed, the statements of the moving party will be deemed adopted. The brief of each party, if more than fifteen (15) pages in length, shall contain a table of contents, with page references, and table of citations of the cases, statutes, and other authorities referred to therein, with references to the pages at which they are cited. A brief may address only one motion, except in the case of cross motions for summary judgment.
- (2) The original of all briefs shall be filed with the Prothonotary, but a copy shall be served on the Judge to whom the matter has been assigned.

LOCAL RULE 1028(c)
PRELIMINARY OBJECTIONS

All Preliminary Objections shall be filed in the Prothonotary's Office, which will then forward the Objections to the Court Administrator's Office. The Court Administrator's Office will assign the Objections to a Judge for disposition. The assigned Judge will issue an Order setting forth a briefing schedule and a date for argument, if any. The Prothonotary's Office will notify all counsel of record and/or unrepresented parties of the scheduling. In the event that either or both parties wish to submit the matter on briefs without oral argument, they shall communicate that wish to the Court, in writing, prior to the Argument day. Failure to file a brief in a timely manner without written leave of the Court may result in the Court determining the issues raised in the Preliminary Objections to be uncontroverted.

LOCAL RULE 1034(a)

MOTION FOR JUDGMENT ON THE PLEADINGS

All Motions for Judgment on the Pleadings shall be filed in the Prothonotary's Office, which will then forward the Motion to the Court Administrator's Office. The Court Administrator's Office will assign the Motion to a Judge for disposition. The assigned Judge will issue an Order setting forth a briefing schedule and a date for argument, if any. The Prothonotary's Office will notify all counsel of record and/or unrepresented parties of the scheduling. In the event that either or both parties wish to submit the matter on briefs without oral argument, they shall communicate that wish to the Court, in writing, prior to the Argument day. However, briefs shall still be due on the days previously indicated by the Court, unless continued in writing. Failure to file a brief in a timely manner without written leave of the Court may result in the Court determining the issues raised in the Motion to be uncontroverted.

LOCAL RULE 1035.2(a)
MOTION FOR SUMMARY JUDGMENT

All Motions for Summary Judgment shall be filed in the Prothonotary's Office, which will then forward the Motion to the Court Administrator's Office. The Court Administrator's Office will assign the Motion to a Judge for disposition. The assigned Judge will issue an Order setting forth a briefing schedule and a date for argument, if any. The Prothonotary's Office will notify all counsel of record and/or unrepresented parties of the scheduling. In the event that either or both parties wish to submit the matter on briefs without oral argument, they shall communicate that wish to the Court, in writing, prior to the Argument day. However, briefs shall still be due on the days previously indicated by the Court, unless continued in writing. Failure to file a brief in a timely manner without written leave of the Court may result in the Court determining the issues raised in the Motion to be uncontroverted.